

**Personnel**

**Employment  
Regulations**

**Testing**

**POLICY:**

- .01 All tests, including qualification and certification tests, are administered in accordance with federal and state law and regulations regarding affirmative action and equal employment opportunity. The Laboratory administers tests to determine whether applicants and employees have the skills, knowledge, and abilities required to perform their job duties and/or have access to particular Laboratory facilities. Non-Laboratory personnel requiring access to particular Laboratory facilities may be tested to verify that they have the skills, knowledge, and abilities required to access those facilities.

**DEFINITIONS:**

**Tests**

- .02 Tests generally consist of written and/or oral questions and/or demonstrations of skill or performance of procedures.

**Qualification and  
Certification Tests**

- .03 Qualification and certification tests are job-related and designed to measure skills, knowledge, and abilities gained through the completion of structured training programs and work experience. The skills, knowledge, and abilities are defined by job analysis, job definition, compliance requirements, or organizational need as specified by line management and according to training program descriptions for specific job categories. Qualification and certification tests include but are not limited to General Employee Training, Radiological Worker, and on-the-job training (OJT) performance tests.

**ASSISTANCE AND  
APPROVAL OF TESTS:**

- .04 If the test or test results affect the ability to obtain or maintain Laboratory employment or may affect the terms or conditions of employment, the test must be reviewed and approved by the Testing

## Testing

Section of the Employment Group (PS-1) and approved by the Director of Human Resources (DHR). The Testing Office is available to help determine whether your assessment instruments are covered by this policy. The Testing Office reviews and approves all components of the testing process before it can be used, including, but not limited to the test, test results, and test administration.

### **PRE-EMPLOYMENT TESTING (APPLICANTS):**

- .05 As part of the selection process, pre-employment tests are administered to internal and external applicants for certain Laboratory positions. Pre-employment tests include, but are not limited to, the office skills test and editor-writer test. All pre-employment tests must be developed and administered by the Testing Office. Testing requirements are normally stated in the job advertisement.

### **QUALIFICATION AND CERTIFICATION TESTING (LABORATORY EMPLOYEES AND NON-LABORATORY PERSONNEL):**

- .06 Qualification and certification tests may be administered at any time to Laboratory employees and to non-Laboratory personnel who may need access to and/or perform work at the Laboratory. Non-Laboratory personnel include but are not limited to, contract personnel, visitors, and Affiliates.

### **TESTING REQUIREMENTS FOR LABORATORY EMPLOYEES:**

- .07 Group- or higher-level managers determine which positions within their organizations are subject to testing. Supervisors or managers then direct the employees holding those positions to undergo the specified tests.
- .08 After the test results are reported, the group- or higher-level manager monitors whether employees under their supervision have met all testing requirements, takes and documents appropriate action as described in .09-.12.

### **Retesting and Remediation**

- .09 The number of attempts allowed to meet a testing requirement and the total length of time allowed to successfully complete the test requirement are determined in advance by the sponsoring organization and the Testing Office. All individuals required to pass a qualification or

## Testing

certification test must be given equal opportunity for retraining and retesting.

- .10 Employees who fail to pass certification or qualification tests may not be allowed to perform job duties requiring the test without supervisory escort until the testing requirement is met. If supervisory escort is impractical, the supervisor may temporarily assign alternate duties that do not have the same test requirement to the employee.

### Failure at the End of the Allowable Time Period

- .11 An employee who does not pass the certification or qualification test(s) within the specified testing period(s) must be removed from the position that has the testing requirement. A reasonable attempt shall be made by line management to reassign the employee to a different position that does not have the same testing requirement(s). If an appropriate position is available, the employee may be direct transferred into that position. If no position is available, the employee is terminated as ineligible. It is considered a voluntary termination if the employee refuses to accept a new position.

**NOTE:** A newly transferred employee's failure to pass a mandatory test may be grounds to transfer the employee back to the former organization under the trial-basis transfer policy. See [AM108](#).

- .12 Employees who do not report for mandatory testing or who refuse to take a required test may be subject to disciplinary action, up to and including termination.

### TESTING REQUIREMENTS FOR NON-LABORATORY PERSONNEL:

- .13 Group- or higher-level managers determine testing requirements for non-Laboratory personnel who visit, have access to, or perform work in areas under their control. Contractors are responsible for supplying the Laboratory with personnel who have met all testing requirements for the areas to which they are assigned.
- .14 Non-Laboratory personnel who have not met testing requirements may be prohibited from visiting, having access to, or working on site. The group- or

## Testing

higher-level manager determines whether supervisory escort is practical.

- .15 Non-Laboratory personnel who do not report for mandatory testing or re-testing or who refuse to take a required test may be prohibited from visiting, having access to, or working on site.

### ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES:

- .16 The Laboratory will accommodate individuals with disabilities when the individual has identified his or her disability and the disability can be reasonably accommodated. See [AM118](#).

### TREATMENT OF TEST RESULTS:

- .17 All test results must be treated as personal information in accordance with AM708. Misuse of test results may result in discipline, up to and including termination.

### VIOLATIONS OF TEST INTEGRITY:

- .18 Employees who violate the integrity of any Laboratory test are subject to disciplinary action, up to and including termination. A violation of test integrity includes, but is not limited to,
- Obtaining test questions and/or answers from another employee;
  - Providing test questions and/or answers to another employee;
  - Removing testing materials from testing sites without Testing Office authorization;
  - Presenting false identification or assuming the identity of another employee for testing purposes;
  - Violating rules of the test;
  - Cheating; and
  - Falsifying test results and/or records.